



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND, MD 21005-5055



CSTE-DTC-TT-B

14 May 2003

MEMORANDUM FOR Commanders, DTC Test Centers
Technical Directors, DTC Test Centers

SUBJECT: DTC Test Policy Bulletin No. 04-03, Use of the Test Schedule and Review Committee (TSARC)

1. References:

- a. AR 73-1, Test and Evaluation Policy.
- b. ATEC Pamphlet 73-1, System Test and Evaluation Procedures (to be published).

2. This policy bulletin supersedes DTC Test Policy Bulletin No. 2-02, SAB, dated 6 Sep 02. No changes in policy have been made since the previous bulletin.

3. The Commanding General, U.S. Army Test and Evaluation Command (ATEC), has directed that all requirements for test support soldiers be channeled through the DA TSARC, and that use of informal channels for obtaining such support be minimized to the extent possible. This policy is not intended to preclude standing arrangements with program sponsor-provided troops or arrangements with local troops that can be provided on short notice when that is necessary.

4. The TSARC provides Army level centralized management of resources required in the execution of tests. Reference 1a (Chapter 9) provides guidance and establishes procedures governing the TSARC process. It is utilized by DTC when military personnel outside of DTC are needed for the conduct of developmental tests.

5. Because of the dramatic loss of Soldier-Operator-/Maintainer, Test and Evaluation (SOMTE) personnel, a renewed emphasis is being placed on the TSARC process. Since DTC is receiving ATEC-level support in our efforts to obtain required soldiers via the TSARC, we must take advantage of this support and utilize the process. Steps must be taken to identify soldier requirements early in the program so Outline Test Plans (OTPs) can be submitted to the TSARC for planning purposes. For your information and reference, the following paragraphs provide a summary of the current TSARC process, associated procedures, and timelines.

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6. Developmental tests of systems that require the use of military personnel to operate, maintain, support, transport, erect, occupy, or use the equipment when fielded will employ soldier test participants to the degree required to adequately evaluate the technical aspects of the soldier-machine interface. When the support of military personnel is required and DTC SOMTE personnel are not available, the TSARC process will be used as the alternative source of military testers. Semi-annually, a tasking memorandum will be sent to the test centers asking for submission of Outline Test Plans (OTP) for tests requiring soldiers. New OTP requirements as well as revisions to existing OTPs will be submitted and provided to the Initial Working Group meetings (held in February and August). However, new OTPs may be entered in ATEC Decision Support System (ADSS) as they are developed.

a. An OTP is submitted to the TSARC to request support from Active or Reserve Component units. Reimbursement of the supporting command for costs incurred as a direct result of the test support (e.g., travel costs and per diem) will be identified as a sponsor/test proponent reimbursable expense.

(1) OTPs will be developed at the same time or shortly after the TEMP is prepared/ approved.

(2) OTPs are developed, staffed, and revised/updated in the ADSS.

(3) Notify DTC HQ, ATTN: CSTE-DTC-TT-B, when an OTP has been finalized in ADSS and is ready for staffing and subsequent presentation at the TSARC working group. Notification should take place 30 calendar days prior to the initial working group (dates established in the semi-annual tasking memo).

b. New and revised OTPs that do not meet the normal OTP submission requirement of one year lead-time prior to test start or before the TSARC resource required date, must be submitted as an out-of-cycle OTP. Out-of-cycle OTPs are submitted under a cover memorandum signed by the DTC Commander or SES designee and include supporting rationale for the less than one-year submission. Out-of-cycle OTPs must be submitted as a minimum 180 days prior to start of test.

c. TSARC agreement to support DT is contingent upon receipt of specific reporting instructions (according to AR 614-11) at the lending command 120 calendar days prior to soldier reporting date cited in the OTP.

d. When approved by the TSARC, OTPs are published semiannually in the DA Five-Year Test Program (FYTP). The FYTP is a HQDA tasking document for the current and budget years and provides test-planning guidelines for the out-years. It contains the OTPs for five years. Those submitted for tests beyond five years remain in the ADSS as planning documents.

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7. Point of contact at this Headquarters is Ms. Diana Reeves, DSN 298-1417.



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